



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CH-1 of 9 OCT 96  
CH-2 of 5 Nov 98

CNETINST 11000.2E  
OS4  
SEP 22 1995

CNET INSTRUCTION 11000.2E

Subj: SELF-HELP PROGRAM IN SUPPORT OF THE NAVY REAL PROPERTY  
MAINTENANCE PROGRAM

Ref: (a) OPNAVINST 11000.8H  
(b) OPNAVINST 11000.12B

Encl: (1) Self-Help Summary Report (Format)

1. Purpose. To establish policy within the Naval Education and Training Command (NAVEDTRACOM) for the accomplishment of facilities (Real Property) self-help projects. This instruction has been extensively revised and should be read in its entirety.

2. Cancellation. CNETINST 11000.2D

3. Scope. This instruction applies to all Chief of Naval Education and Training (CNET) host installations and CNET tenant activities.

4. Background. Reference (a) discusses current Department of Defense policy with regard to the use of self-help labor. This policy permits the use of military personnel in real property maintenance beyond the traditional habitability, morale, welfare, and recreation areas. A logical way to implement this policy is through the creation and continuing support of well-organized self-help programs. These programs can provide an invaluable resource for leveraging scarce Maintenance of Real Property (MRP) funds. Repairs can be accomplished which otherwise would not be affordable and improvements can be made to living and working spaces which were previously beyond our funding capabilities.

5. Policy. It is CNET policy that:

a. Commanders and commanding officers will seek opportunities to effectively utilize self-help in improving the quality of life and base infrastructure through the use of effectively managed self-help programs.

b. Self-help, where employed, will be adequately supervised by technically competent personnel to ensure that self-help work is accomplished safely, effectively, and in accordance with applicable regulations and codes.

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c. Oversight authority of self-help will, by local directive, be vested in departments which can ensure its proper employment (i.e., local Public Works departments, Facilities Management departments, safety offices, etc.). It is critical to a successful program that these and other agencies become actively involved. While self-help is a high priority, do not risk personnel, property, or the environment.

d. Self-help programs will not compete with civil service or contract personnel for work. The core Public Works Maintenance work force is an essential ingredient to the upkeep of our installations.

e. Activities should participate in reporting self-help accomplishments and the Bronze Hammer Awards Program so that outstanding self-help accomplishments can be recognized.

f. Self-help standdowns shall not interfere with training or impede vital station functions or that of tenant activities.

g. The following concepts and definitions will be employed for the CNET self-help program:

(1) Self-Help. The use of local military and civilian personnel to perform construction and maintenance work. Supervision and technical expertise can be supplied by occupational field 13 ratings (Seabees), technically skilled individuals assigned to the command, existing Public Works departments and centers, or Naval Construction Force (NCF) units.

(2) Self-Help Store. A well-stocked service-oriented focal point of the Self-Help Program to receive requests, provide technical assistance, issue tools, materials, and provide follow-up assistance to the customer. Stores should be visually attractive and well kept, projecting pride and professionalism. Operation will be convenient to the customer, hassle free, and streamlined to eliminate unnecessary delay. Construction technique displays, visual schemes, "How to Videos," instructional material, tools, and training shall be readily available for customer assistance. Materials drawn will be replenished using local MRP or housing funds. In the case of non-CNET tenants, reimbursement should only be required for materials used in minor construction. (unless the tenant has maintenance responsibility for their facility as documented on the property report card).

(3) Self-Help Standdown. Periodic stoppage of normal, routine work (groups of varying size) to focus on the planned repair, maintenance, and improvement of facilities. Participation by assigned military is mandatory and participation by the civilian work force is strongly encouraged.

(4) Annual Self-Help Plan. An outline of annual self-help program goals.

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6. Actiona. Echelon II and III commanders will:

(1) Provide general oversight of the (CNET) Self-Help Program.

(2) Allocate resources and support to activities to effect productive and efficient self-help programs.

(3) Provide guidance and encouragement to develop practical self-help programs aboard each installation.

(4) Review copies of self-help summary reports to pre-qualify a limited field of applicants for the Bronze Hammer Award competition. Complete no later than 15 November.

CH-2 (5) Annually solicit from prequalified subordinate activities Bronze Hammer Award nominations and submit all competitive packages to reach CNET (OS4) by 15 January. Three complete copies of each nomination will be provided. Further guidance and format for submission is contained in reference (b).

(6) Accept unsolicited self-nomination packages from any activity and give these submissions equal consideration in the selection process.

b. Commanders/commanding officers will:

(1) Actively seek opportunities to effectively use self-help in the maintenance of real property and the improvement of quality of life.

(2) Identify a self-help coordinator to act as primary focal point for the self-help program, providing organizational guidance and technical support to tenant commands. CNET tenants shall participate in the host self-help programs (non-CNET tenants are invited and encouraged to participate).

(3) Publish by local directive, scope and type of work that shall be encompassed in the program.

(4) Establish, stock, and staff self-help stores aboard installations where practical and to the extent economically sensible.

Workload permitting,

CH-1 (5) authorize periodic self-help standdowns (typically small groups) dedicated to performing maintenance and repairs of facilities.

(6) Optimize use of unconventional labor sources (i.e., students awaiting training, brig personnel, federal inmates, reserve units, etc.). The civilian work force shall also be encouraged to participate on a volunteer basis as workload may allow.

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(7) Promote and publicize self-help goals and successes through base newspapers, Plan of the Day, etc.

(8) Ensure self-help efforts are adequately supervised by technically skilled personnel to ensure that self-help work is accomplished safely, effectively, and in accordance with applicable regulations and codes.

(9) Coordinate with local unions, civil service representatives, and contractors to ensure that the overall program is understood and supported.

(10) Develop an annual self-help plan which coordinates command capabilities and resources with the overall command plan for infrastructure improvement (submission to CNET not required).

(11) Where available, ensure occupational field 13 ratings (Seabees) are employed to the maximum extent practical toward self-help goals.

(12) Provide to CNET via chain of command a Self-Help Summary Report (enclosure (1)) by 31 October each fiscal year.

(13) Participate in the Bronze Hammer Award competition to the extent practical.

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c. CNET activities that are tenants will:

(1) Participate in the host self-help program.

(2) Participate in the Bronze Hammer Award competition if accomplishments warrant.

(3) Submit self-help summary report by 31 October, only if competing for special category Bronze Hammer Award.

7. Report. The reporting requirement contained in this directive is exempt from reports control by SECNAVINST 5214.2B.

  
P. E. TOBIN  
Vice CNET

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Distribution (CNETINST 5218.2C):  
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SELF-HELP SUMMARY REPORT  
(FORMAT)

Activity: \_\_\_\_\_ Host/Tenant

(Circle One)

For the Period: 1 Oct XX - 30 Sep XX

POC Name: \_\_\_\_\_

Phone Numbers: Comm. ( ) - DSN - FAX -

1. MAN-DAY Expenditure SEABEE NON-SEABEE

A. Installation(s) \_\_\_\_\_

B. Tenant Commands (CNET) \_\_\_\_\_

C. Tenant Commands (Non-CNET) \_\_\_\_\_

D. CBU \_\_\_\_\_

E. NMCBs, Reserve NMCBs,  
Other Military Services \_\_\_\_\_

F. Total \_\_\_\_\_

G. Total Self-Help M/D Expended: \_\_\_\_\_

2. Material Expenditure: \$ \_\_\_\_\_

3. Significant Accomplishments (maximum one typed page):

4. Dedicated (full time) Self-help Resources:

5. Average on Board (permanent party):

Note: Echelon II and III commands will review all Self-Help Summary reports. Based on this review, a limited group of activities will be encouraged to submit "full-blown" Bronze Hammer Award nomination packages. THIS IS INTENDED TO REDUCE PAPERWORK. However, it is not intended to restrict participation. Any activity may submit a self-nomination package for the Bronze Hammer Award and will be given equal consideration in the selection process.

Enclosure (1)